

EAST CAMPUS CABINET
Sense of Meeting Notes
Date: Wednesday, May 2, 2007

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p>1.0 President's Update R. Ramirez</p> <ul style="list-style-type: none"> • Chancellor's Cabinet • Communication EC Cabinet Minutes Communication Hour • Organizational Stability • Community Outreach Plan • Requisition Cut Off Dates • CAT Training • Homeland Security Funding • Department Chair Elections • Activity and event Coordination 	<p>Review</p> <p>Cabinet discussions need to be shared</p> <p>Options for better communication</p> <p>Change</p> <p>Concerted outreach effort</p> <p>Handout</p> <p>Handout</p> <p>Handout</p> <p>Review</p> <p>Coverage</p>	<p>Information only</p> <p>Campus needs to be better informed</p> <p>More information to lead faculty, department chairs, and staff</p> <p>Need ideas for improving our campus community</p> <p>Need to develop team concept</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Need special assignment at Southeast Center</p> <p>Information/assignment</p>	<p>Approved minutes to be sent to campus</p> <p>Areas to develop specialized electronic communications and specific meeting times</p> <p>Raul and Dan to draft an outline for campus input</p> <p>Ann, Mary Ann, Tom, and Terry assigned to Medical Outreach Team. Shelley, Raul, and Ricardo to form Home School Outreach Team.</p> <p>Raul to ask all faculty for nominations</p>

<p>2.0 Dean of Instruction Update M. A. Martinez Sanchez</p>	<p>SEC signage</p> <p>Enrollment</p> <p>Summer Student Services</p> <p>Guests in classrooms</p> <p>Staff coverage</p> <p>Administrator coverage</p>	<p>Information only</p> <p>Update</p> <p>Activity on Saturdays does not justify cost of being open</p> <p>There is an important distinction between guest and guest speaker</p> <p>Deans need to be aware of dates that staff cannot take vacations</p> <p>Information only</p>	<p>Terry will share NEC numbers with Tom, who will discuss with district</p> <p>Daniel to inquire with PCC's Risk Manager</p> <p>Lesley to send calendar via email</p>
<p>3.0 Dean of Student Development Update S. Fortin</p>	<p>Student Services Survey</p> <p>Staff swap with NEC</p> <p>Staffing changes</p> <p>Summer recruitment strategies</p> <p>Summer Academies</p>	<p>Update/information only</p> <p>Update/information only</p> <p>Information only</p> <p>Update</p> <p>Need more promotion</p>	<p>Shelley and Mary Ann to send thank you</p> <p>Shelley will check with Gail to accelerate</p>
<p>4.0 Division Deans' Update A. Christensen</p>	<p>Progress! Convocation</p> <p>Career Fair</p>	<p>Information only</p> <p>Information only</p>	

<p>R. Castro-Salazar</p> <p>T. Tomasky</p>	<p>Code of Conduct hearing</p> <p>Multicultural Convocation</p> <p>No report</p>	<p>Information only</p> <p>Information only</p>	
<p>5.0 NLC Update T. Hawkins</p>	<p>ACES Board election</p> <p>ENCORE Grant</p> <p>Service/therapy animals at the NEC</p> <p>Staff Step Criteria</p> <p>Emergency Procedures Guideline Booklet</p> <p>District Planning Subcommittee</p>	<p>Information only</p> <p>Update/information only</p> <p>Information only</p> <p>Update/information only</p> <p>Information only</p> <p>Information only</p>	
<p>6.0 Director of Administrative Services Update D. Soza</p>	<p>Warning stickers on each EC monitor</p> <p>Review remaining outstanding FY07 capital items</p> <p>OPD request for completion of supervisor PCN & A# for EC FTE matrix</p>	<p>Approval confirmed</p> <p>Mary Ann to confirm SEC signage complete</p> <p>Each Cabinet member to complete matrix information for his/her respective area</p>	<p>Daniel to direct IT to apply stickers</p> <p>Matrix information due to Daniel by end of day Thursday for review and forward to OPD</p>
<p>7.0 Executive Assistant Update D. Offret</p>	<p>No report</p>		

8.0 *Guests*

Stella Bay, Director of Public Safety
Maggie Lomeli, Campus DPS Liaison

Campus security

Update/information only

<p>8.0 <i>Guests</i> Stella Bay, Director of Public Safety Maggie Lomeli, Campus DPS Liaison</p>	<p>Campus security</p>	<p>Update/information only</p>	
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